

**Town of Sunset Beach
Monthly Council Work Session
December 11, 2012**

MINUTES

Members Present: Mayor Richard Cerrato, Mayor Pro-Tem Lou DeVita, Councilman Wilson Sherrill, Councilwoman Karen Joseph, Councilman Mike Williams, and Councilwoman Carol Scott.

Members absent: None

Attorney & Staff Present: Gary Parker, Town Administrator; Sandy Wood, Building Inspector; Dustin Graham, Public works Director; Lisa Massey, Police Chief; and Lisa Anglin, Town Clerk.

Mayor Cerrato called the Work Session to order. Mayor Cerrato stated “Does any member of the Council have a conflict of interest or the appearance of a conflict of interest with regard to any item on the agenda, and if so, please state so at this time?” No one spoke.

Agenda Amendments

Sewer Project Assessment – Utility Board Recommendation & 2013 Annual Calendar Amendment

Councilwoman Scott advised that the Brunswick County Utility Board, in their meeting yesterday, voted unanimously to recommend to the Brunswick County Commissioners a per parcel assessment method for the Sunset Beach sewer project.

Beach Patrol Evaluation & Closed Session for Personnel

Gary Parker requested that the Council consider holding the Beach Patrol Evaluation earlier as Dustin Graham, Public Works Director, has a meeting at 2:00 pm. Councilwoman Scott requested Council to go into Closed Session for personnel reasons prior to the Beach Patrol discussion. The Council reached a consensus to hold the Beach Patrol Evaluation following the Pier Head Alignment Discussion and to go into Closed Session for personnel reasons before holding the Beach Patrol Evaluation.

Public Comments

Brad Moock 415 Marlin Street – Spoke in opposition of the pier head alignment as it will narrow the existing channel.

Lynn Strandquist 414 Sailfish Street – Requested an explanation of exactly what is being proposed and what canals are involved.

Sammy Varnum – Property Owner – Advised that the pier head alignment will actually open the channel not narrow it.

Ed Gore 435 Shoreline Drive West – Agreed that the pier head alignment will open the channel not narrow it.

Pier Head Alignment Discussion – Planning Board & Holley Snider, Division of Coastal Management

Holley Snider explained that the Town holds a CAMA Major Permit for the feeder canal that parallels North Shore Drive Extension and establishes the canal width which is 40' at the mouth (near Jinx Creek) and tapers to 30' near the intersection of North Shore Drive Extension and Cobia Street continuing with the 30' width to the intersection of 6th Street and Riverside Drive. Holley Snider explained that the proposed ordinance will establish a set back line from the edge of the feeder canal ensuring that pier construction will not intrude into the navigational channel of the canal. Presently and without the adoption of a pier head alignment, CAMA regulations require that the distance between the existing marsh grass lines be measured to determine water width and pier construction can be permitted to extend ¼ of that width. Councilwoman Scott raised concerns that adoption of the pier head alignment would result in one homeowner at the end of the feeder canal extending his pier farther out, which would block access except at high tide to the approximately 150 homeowners who currently use the canal.

The Council discussed establishing a special tax district for the canal property owners in order to be assessed for dredging over a period of time instead of the total assessment being due all at once. Gary Parker advised that Attorney Isenberg is contacting the legislators to determine how long it takes and what is needed to add us to the local bill which allowed Ocean Isle Beach, Holden Beach and Emerald Isle to establish a special tax district for dredging.

Holley Snider cautioned the Council that since the existing marsh grass in the feeder canal is encroaching towards the middle pier permit extending into the canal is possible now. The Council discussed enacting a moratorium for pier construction in order to provide the time for adoption of an ordinance before any more piers are constructed. Councilwoman Scott emphasized that adoption of a pier head alignment policy without concurrent dredging will result in access being limited except at high tide if piers meeting the pier head alignment criteria are constructed before dredging.

COUNCILWOMAN JOSEPH MADE A MOTION TO SCHEDULE A PUBLIC HEARING FOR THE PURPOSE OF HEARING COMMENTS CONCERNING A PIER CONSTRUCTION MORATORIUM DURING THE JANUARY 7, 2013 COUNCIL MEETING AND TO REQUEST STAFF TO NOTIFY ALL PROPERTY OWNERS ALONG THE FEEDER CANAL AND ADJOINING CANALS OF A DISCUSSION THAT WILL BE HELD DURING THE FEBRUARY 4, 2013 COUNCIL MEETING CONCERNING THE ADOPTION OF A PIER HEAD ALIGNMENT ORDINANCE. COUNCILWOMAN SCOTT SECONDED THE MOTION. MAYOR CERRATO CALLED FOR A VOTE AND THE MOTION CARRIED BY UNANIMOUS VOTE.

Public Comments

Ron Watts Sunset Properties Owner – Agrees that a pier head alignment ordinance for the feeder canal should be adopted and suggested that the Council adopt a pier head alignment ordinance for the fish street canals at the same time.

Sammy Varnum Property Owner – Advised that dredging without the pier head alignment will cause sand deposits near the existing pier because the dredge operator will not go within so many feet of the pier making the canal more difficult to maneuver at low tide.

Public Comments (Cont.)

Al Siebert 731 Longleaf Drive – Requested Holley Snider do a power point presentation at a Council meeting accompanied by a written report to make it easier for everyone to understand.

Charles Nern 647 Oyster Bay Drive – Advised that in the near future all the vacant lots along the feeder canal will be sold and add to the tax base of the Town.

Brad Moock – 415 Marlin Street – Agreed with the special tax district as it is easier to make small payment over several years than to make a large payment all at one time and agreed that the pier head alignment will be good for the town and residents.

Ed Gore 435 Shoreline Drive West – Advised that the moratorium is not needed, thinks that the Council should adopt the pier head alignment ordinance now.

Lynn Strandquist 414 Sailfish Street – Spoke in favor of the pier head alignment and requested Council to consider including the canal between Bay and Inlet Street for dredging.

The Council took a 10-minute recess and then reconvened.

Closed Session - Personnel

COUNCILWOMAN SCOTT MADE A MOTION TO GO INTO CLOSED SESSION FOR PERSONNEL REASONS. COUNCILMAN SHERRILL SECONDED THE MOTION. MAYOR CERRATO CALLED FOR A VOTE AND THE MOTION CARRIED BY UNANIMOUS VOTE.

The Council met in Closed Session for approximately two (2) minutes. No action was taken.

COUNCILWOMAN SCOTT MADE A MOTION TO RETURN TO THE WORK SESSION. MAYOR PRO-TEM DEVITA SECONDED THE MOTION. MAYOR CERRATO CALLED FOR A VOTE AND THE MOTION CARRIED BY UNANIMOUS VOTE.

COUNCILWOMAN JOSEPH MADE A MOTION TO RECONVENE TO THE WORK SESSION. COUNCILMAN WILLIAMS SECONDED THE MOTION. MAYOR CERRATO CALLED FOR A VOTE AND THE MOTION CARRIED BY UNANIMOUS VOTE.

50th Anniversary Discussion and Motion to Establish Budget for Committee

COUNCILMAN SHERRILL MADE A MOTION TO ALLOCATE UP TO \$35,000 FOR THE 50TH ANNIVERSARY CELEBRATIONS. COUNCILWOMAN JOSEPH SECONDED THE MOTION. MAYOR CERRATO CALLED FOR DISCUSSION.

The Council discussed the following ideas provided by the Committee:

- Banners/Flags – The Council agreed with displaying the Banners with the 50th Anniversary logo on the poles throughout the Town and reached a consensus to allow the Committee and Dustin Graham, Public Works Director, determine the quantity needed. Flags will be ordered for the municipal buildings (Town Hall, Fire Station #1 & #2) and the Gazebo.

50th Anniversary Discussion and Motion to Establish Budget for Committee (Cont.)

- Time Capsule – The Council agreed that a time capsule was appropriate and that placement in the Town Hall lobby was necessary for safety and security reasons. The Council discussed a sculpture to be placed atop the time capsule and some Council members suggested the Committee consider something to memorialize Mannon Gore. The Council requested the Committee discuss, obtain quotes and report back to the Council before a final decision is made concerning the sculpture and the capsule composite and pedestal.
- Walking Tour Brochure with map – The Council agreed with the walking tour brochure.
- History Book – The Council agreed that a history book was appropriate and chose for it to be available free of charge. The Council discussed allowing businesses to participate as sponsors to offset the printing cost. The Council discussed establishing sponsorship levels and the associated fee, developing an explanation letter to be mailed to all business owners and including a Patron's Page in the history book.
- Reception & Picnic – The Council discussed the reception, picnic and ticket sales. Mayor Pro-Tem DeVita, Councilman Sherrill, Councilwoman Joseph and Councilman Williams agreed that both a reception and a picnic should be held. The Council reached a consensus that all events should be free of charge. Councilwoman Scott stated that the Committee suggestion is for only one event. Councilman Sherrill advised that his motion was made for a total budget so the Committee could explore all of the options. The Council agreed that both Sea Trail and the caterer (proposed for the picnic) should be contacted concerning the number of guests each could accommodate and for tickets equaling that number to be ordered. Reception invitations will be mailed to all resident property owners and picnic invitations will be mailed to all resident and non-resident property owners. Each property owner will be limited to two (2) tickets. Owners with multiple properties will receive only one (1) invitation. All of the tickets will be distributed through Town Hall on a first come first served basis. Councilman Sherrill recommended a DJ for the picnic instead of a live band.

Councilwoman Joseph advised that Ron Klein, 50th Anniversary Committee member, requested that she inform the Council that the Ingram Planetarium has agreed to display any history memorabilia collected in a room at the planetarium.

MAYOR CERRATO CALLED FOR A VOTE AND THE MOTION CARRIED BY UNANIMOUS VOTE.

Beach Patrol Evaluation

Dustin Graham, Public Work Director, advised the Council that the Beach Patrol season was good with no complaints recorded at Town Hall and favorable comments received from the Fire and Police Departments. Thomas Bertolino, Beach Patrol Supervisor and Dustin Graham recommended the following improvements for next season:

- Begin the season earlier by patrolling during Easter Week and continuing on weekends until Memorial Day. Afterwards patrol full time for the remainder of the season.
- Increase patrol officers to three (3) per shift on holidays (Easter & Memorial Day) and continuous from mid-June to mid-August.
- Regulate the length of dog leashes.

Beach Patrol Evaluation (Cont.)

- Increase regulations on cabanas.
- Establish an emergency vehicle lane to assist the emergency workers in getting on and off the strand.

The Council discussed that ensuring that all glass is removed from the beach by the violator instead of it being deposited in the containers on the strand is crucial to the safety of the Public Works staff which empties those containers and that holes dug are filled in properly by the digger. The Council viewed photographs showing a beach patrol ATV parked under the Ocean Ridge Community Building. Thomas Bertolino explained that the only time the ATV's are allowed to park there is during a rain storm as it is the only covered shelter available. However, there was an occasion when a cabana rental owner was illegally parking his vehicle there while erecting the cabanas on the beach and a beach patrol officer was stationed there to advise him that he was not allowed to park in that lot.

The Council requested Staff to obtain dog leash regulations from other municipalities for consideration. Council reached a consensus to consider increasing the patrol staff during the upcoming budget process.

Consideration to Amend the 2013 Annual Calendar for January Council Meeting

Councilwoman Scott advised that with the action taken yesterday by the Brunswick County Utility Board an amendment to the 2013 Annual Calendar was not needed. Mayor Pro-Tem DeVita advised that he has a conflicting appointment with the January 15th Work Session and requested the Council consider rescheduling. The Council reached a consensus to reschedule the January Work Session for January 9th. The 2013 Calendar will be amended.

Public Comments

Charles Nern 647 Oyster Bay Drive –Thanked the 50th Anniversary Committee for their hard work.

Ed Gore 435 Shoreline Drive West – Encouraged the Council to install an emergency lane up against the dune line to aid the emergency workers in getting on and off the strand.

The Council recessed for lunch and reconvened at 1:00 pm.

Establish and Approve the 2013 Annual Retreat Agenda

Gary Parker advised that the following is the proposed Retreat Agenda:

- 5-Year Financial Forecast – Council agreed
- Capital Improvement Plan – Council agreed
- Council Chamber Options – Council agreed
- Tasers – Council moved to upcoming budget workshop
- Firefighters Proposal – Council agreed
- Privilege License Tax – Council agreed
- No Smoking Policy for the Park – Council reached a consensus to wait until the Park development process to discuss
- Concert Series – Council moved to March Work Session agenda
- Community Meetings & Council Procedures – Council agreed
- Management Continuity – Council agreed

Establish and Approve the 2013 Annual Retreat Agenda (Cont.)

Mayor Cerrato requested the Council to add the following to the Retreat Agenda:

- Beach Reserved Parking
- Cost saving measures within the salary and benefits program including COLA, Merit, 401K and Longevity Bonus.
- Outsourcing services such as debris pick up and bushhogging.

Gary Parker reminded Council that the benefits program was evaluated during the 2012 Retreat, but added if Council wanted to do it again we'd add it to the Retreat Agenda. The Council reached a consensus to add, to the Retreat Agenda, the Beach Reserved Parking as a part of the Capital Improvement Plan discussion but to not include a review of the salary and benefits program or a discussion concerning outsourcing services.

Closed Session – Town Administrator Evaluation

COUNCILWOMAN SCOTT MADE A MOTION TO GO INTO CLOSED SESSION FOR THE PURPOSE OF PERFORMING THE TOWN ADMINISTRATOR EVALUATION. COUNCILWOMAN JOSEPH SECONDED THE MOTION. MAYOR CERRATO CALLED FOR A VOTE AND THE MOTION CARRIED BY UNANIMOUS VOTE.

COUNCILWOMAN SCOTT MADE A MOTION TO RETURN TO THE WORK SESSION. MAYOR PRO-TEM DEVITA SECONDED THE MOTION. MAYOR CERRATO CALLED FOR A VOTE AND THE MOTION CARRIED BY UNANIMOUS VOTE.

The Council met in Closed Session for approximately 30 minutes and performed the Town Administrator evaluation.

COUNCILWOMAN SCOTT MADE A MOTION TO RECONVENE THE WORK SESSION. MAYOR PRO-TEM DEVITA SECONDED THE MOTION. MAYOR CERRATO CALLED FOR A VOTE AND THE MOTION CARRIED BY UNANIMOUS VOTE.

COUNCILWOMAN SCOTT MADE A MOTION TO ADJOURN THE DECEMBER 11, 2012 WORK SESSION. COUNCILWOMAN JOSEPH SECONDED THE MOTION. MAYOR CERRATO CALLED FOR A VOTE AND THE MOTION CARRIED BY UNANIMOUS VOTE.

TOWN OF SUNSET BEACH

Richard Cerrato, Mayor

Submitted by:

Lisa Anglin, Town Clerk

*The December 11, 2012 minutes were approved during the January 7, 2013 Regular Meeting.